

NASA IV&V Facility In/Change-Processing

Part 1

This information is required for all new employees/change requests. All fields must be typed!

Our office will not process this form if it is not filled out correctly.

ATTENTION: If you are requesting to be fingerprinted/badged at another NASA site or Center please ensure you request that in advance on page 3, Part 2, block 2.

1. Names:	
First Name ¹	*
Middle Name (if none, indicate "N/A")	*
Last Name	*
Preferred First Name	*
Other Names Used	
Title (if any)	*
Full Name of Spouse(s) Including Maiden Name(s)	

2. Personal Information:	
Date of Birth (MM-DD-YYYY)	*
Place of Birth (City/State/Country)	*
Social Security Number or UUPIC ²	*
Sex (Male or Female)	*
Citizenship	*
U.S. Nationality No. (if applicable)	
Alien Registration No. (if applicable)	*
Military Serial No. (if applicable)	

3. Home Residence Information:	
Street Address	*
City	*
County	*
State	*
Zip Code	*
Phone Number	*

4. Emergency Contact Information:	
Name	*
Relationship	*
Phone Number	*
Address	*

¹ An asterisk (*) denotes a required field.

² SSN is required for all in- and change-processing requests; UUPIC is required if the Applicant resides at another center.

NASA IV&V Facility In/Change-Processing

Part 1 cont.

*This information is required for all new employees/change requests. All fields must be typed!
Our office will not process this form if it is not filled out correctly.*

5. Installation Associations:	
If you are in-processed at any other NASA installations, indicate the following (otherwise, skip to block 6). Also, if multiple, indicate only the primary.	
Center, Facility, or Installation	
Badge Number	
Badge Expiration Date	

6. Vehicle, Residences, and Employment Information:
Vehicle(s) Make/Model, Year, Color, State, & License Number

The Applicant shall submit this form electronically to his or her employer when completed.

NASA IV&V Facility In/Change-Processing

Part 2

This information is required for all new employees/change requests. All fields must be typed!

Our office will not process this form if it is not filled out correctly.

If changing contracts, use Form 1803 to out-process and Form 1801 to in-process with the proper contract.

1. Contract & Contractor Information:	
Contractor Name	*
If a Sub, Prime Contractor Name	*
Job Title	
Prime Contract Number	
Contract Acronym	
Expiration Date Of Contract	
Name of COTR	
Employee Start Date	
Full or Part Time	*
Permanent or Temporary Employment	*
Company/Corporate E-mail Address	

Note: The following must be coordinated between the employer and the NASA IV&V O&M Manager.

2. Office Location Information:	
<u>Outside NASA IV&V Facility</u>	<input type="checkbox"/>
I would like to in-process/fingerprint/badge at another NASA Site or Center- Please list	
Office Name	*
Office Address	*
Office Phone Number	*
Associated Fax Number	
<u>Within NASA IV&V Facility</u>	<input type="checkbox"/>
Cubicle / Office Assignment	*
Associated Phone Number	
Associated Fax Number	

3. Special Requests:	
Additional LAN Port/Analog Line	
Access to Network Room (#129)	
Special Keys	
VPN Accessibility	
PIV Badge Type	

4. If Supported by NASA's IT Group:	
<u>Category of Computer:</u>	
Category 1 - General Use	<input type="checkbox"/>
Category 2 - Productivity Use	<input type="checkbox"/>
Category 3 - Development Use	<input type="checkbox"/>

The employer shall submit an electronic copy of this completed form to the NASA IV&V Identity Manager.